

# PDHRA Instructions

In efforts to expedite the entire PDHRA process, each member must complete an online PDHRA form as outlined below.

- Determine if you are a **New User** or a **Returning User**.
- Go to any internet ready computer and log into this website:  
<https://data.nmcpbc.med.navy.mil/EDHA/Login.aspx>
- Login and complete **PDHRA DD FORM 2900** as follows:
  - (1) **New Users:**
    - (a) Click on the “**New User**” icon.
    - (b) Enter the passphrase **Rifleman1st#** (case sensitive).
    - (c) Follow instructions to enter personal information. Ensure the Marine enters their deployment date arrival and departure in format listed (mm/dd/yyyy).
    - (d) After completing personal information, click on the “**Create New Survey**” icon. Of the 3 options available, choose to complete the **PDHRA DD FORM 2900**.
    - (e) Complete pages 1-3. At the end of page 3 of the survey, click the “**Save**” icon and also click the “**disk**” icon at the **TOP** of the screen. This will ensure it is properly saved.
  - (2) **Returning Users:**
    - (a) Enter your full SSN as your Login ID.
    - (b) Enter your password.
    - (c) Follow prompts to complete steps (c-e) above.
  - (3) **Forgot Password:**
    - (a) If you forgot your password, please click on the “Forgot Your Password” icon.
    - (b) Enter your Login ID (**which is your SSN #**), then click submit
    - (c) Complete all required fields and click submit.
    - (d) Enter a new password that you will remember and click submit. Your password has been changed and you will be redirected to the main Login page.

For any problems with completion of the online PDHRA contact:

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